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Miss Laura Gilpin
409 Camino del Monte Sol
Santa Fe, New Mexico 87501

Dear Miss Gilpin:

I have just been given your study of the Navaho Indians as my next editorial assignment. A quick scanning of the text and pictures indicates to me that this assignment is going to be especially enjoyable.

Before I begin working with the typescript I want to send to you the enclosed forms which we need to have completed. One is the Author Biographical Information sheet, which gives us data that are very important for publicity purposes. The other form is our Checklist for Authors, which helps us to be sure of every element that is to be included in the book and prevents last-minute discovery that one part or another is missing.

I look forward to receiving the completed forms from you as soon as your schedule permits. Best wishes.

Very truly yours,

Barbara Spielman

Mrs. Barbara Spielman
Associate Editor

BNS:dm
enclosures